



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

\$4,400 - \$5,348 (AGPA)

COMMUNITY PROGRAMS BRANCH

Insurance Diversity Program

SACRAMENTO

Limited Term - 18 months*

RESPONSIBILITIES:

The California Department of Insurance seeks an energetic, motivated candidate for the position of Associate Governmental Program Analyst. The incumbent will work under the direction of the Chief, External Affairs of the Community Programs Branch, the incumbent will be responsible for the analysis, promotion and publication of insurance diversity data calls; planning, organization and execution of Department-hosted insurance diversity events; support of the Commissioner-appointed Insurance Diversity Task Force; and coordination of all communications, public relations, and external functions regarding the Insurance Diversity Program. The incumbent is required to work independently with minimal supervision and must be able to carry out assignments on their own initiative without detailed instructions. For more information about the Department's Insurance Diversity Program, go to www.insurance.ca.gov/diversity.

DESIRABLE QUALIFICATIONS:

- Excellent writing and verbal communication skills
- Experience in program coordination, event planning, communications and/or public relations strategy
- Develop, strategize and coordinate a newly formed program/initiative
- Organize, plan and execute projects and events from start to finish
- Handle multiple priorities and tight deadlines effectively
- Analyze data and express ideas and information clearly, accurately, and in an organized manner, orally and in writing
- Negotiate complex, controversial, or sensitive matters under stressful conditions
- Act independently, and be open-minded and flexible to other ideas and solutions, and be tactful
- Develop effective working relationships with all levels of staff
- Ability to exercise sound judgment and diplomacy in dealing with sensitive and confidential assignments
- Experience with data collection, research, and/or policy analysis
- Knowledge of insurance, diversity issues (including supplier diversity and governing board diversity), diverse communities and businesses (including women-, minority-, and disabled-veteran owned businesses), and/or procurement

WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Governmental Program Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

***This position is limited term for eighteen 18 months - may become permanent**

APPLICATION PROCEDURE:

Send a completed standard State of California application to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Associate Governmental Program Analyst #413-XXX-5393-XXX" on the State application.** For additional information, please contact (916) 492-3316 or nicole.terrell@insurance.ca.gov.

07/02/13MforNT

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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FINAL FILING DATE: Tuesday, July 16, 2013 by 5:00pm, Close of Business

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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